



# Department of Human Resources & Civil Service

## Job Announcement

### Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

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**TITLE:** NURSE COORDINATOR - PEDIATRIC CLINIC (Provisional\* Appointment)

**SALARY:** \$47,572 - \$63,600 annually

**LOCATION:** Monroe County Department of Public Health

#### **JOB SUMMARY:**

This position in the Monroe County Department of Public Health is responsible for coordinating and managing the activities of the Foster Care Pediatric Specialty Clinic, which provides specialized services to medically and socially complex children from foster homes. Services include providing primary care that focuses on the impact that high-risk home environments have on their physical and emotional health. General supervision is exercised over a subordinate professional and clerical staff. The employee reports directly to and works under the general supervision of an administrative-level supervisor. Does related work as required.

#### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing, plus EITHER:

- (A) Three (3) years paid full-time or its part-time equivalent clinical nursing experience involving high risk pediatrics, one (1) year of which must have involved supervision of professional nurses; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Health Education, Community Health or Public Administration, or closely related field, plus two (2) years of experience as defined in (A) above, one (1) year of which must have involved supervision of professional nurses; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

#### **SPECIAL REQUIREMENTS:**

Possession of a New York State license as a Registered Professional Nurse at the time of appointment.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

#### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** January 8, 2014

**Posting Deadline:** January 23, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.